

SCOPE OF WORK
FOR
TITLE SEARCH AND OTHER TITLE WORK
BRUNSWICK, GA
December 29, 2014

I. GENERAL

The United States of America, by and through the General Services Administration (GSA), will enter into an easement agreement with the City of Brunswick, GA across and upon the easement property on Egmont Street as described in the attachment. The designated and awarded title company(ies)/attorney(s) hereinafter sometimes referred to in the singular as contractor, will furnish in a timely manner all work and services, including all professional supervision, equipment, material and supplies required to furnish as ordered, the items specified below.

1. GSA will require a title opinion, title evidence, title policies, tax certificates, and photocopies of previously recorded documents, all relating to those lands and relating to minerals, or property. It is intended that the commitments for title opinion, (minimum order) insurance, updates or continuances of title information, will include and consider the ownership of the surface and will include minerals or other subsurface estates and any outstanding third- party interests. Unless otherwise specified in the order, the products and services delivered shall cover the entire ownership of the tract, and if certain estates, mineral interests or other subsurface interests are vested in others than the owner or owners of the surface, the products and services specified herein shall cover all such outstanding estates or interests.
[www.justice.gov/enrd/2001 Title Standards.html](http://www.justice.gov/enrd/2001_Title_Standards.html).
2. Qualified title insurance company(ies)/attorney(s) doing work in County(ies)/[Parish(es)] of the site specific to this scope of work will be selected to provide title opinion, and/ or evidence and policies if required as stated above and herein, pertaining to these properties. Firms must be underwritten by national title companies approved by the GSA at the time of their submittal to be considered qualified to render the products and services delineated herein. Orders may be placed with more than one company. These services have already been provided and this firm has performed a title search for this site previously.
3. The Site specific to this scope of work is in Brunswick, GA See attached Exhibit.

4. The contractor shall, upon GSA's request, if required, forward all title information related to information required by the 2005 Minimum Standards for ALTA /ACSM Land Title Survey to the surveying consultant. The address of the surveying consultant will be provided.
5. The Government's point of contact for this project is:

Elizabeth J. Andrews, Contracting Officer
Site Acquisition & Relocation (4PC1SS)
Design & Construction Division
401 W. Peachtree Street, Rm 2420
Atlanta, GA 30308
404-331-0862 office
404-331-3563 fax

I. SCOPE OF WORK

The Site specific to this scope of work is in Brunswick, GA at the location of Egmont Street.

1. The contractor shall perform a title search to identify ownership, all liens, encumbrances, and easements for the site identified below

The site is described below

See Legal Description for site description

2. The contractor shall provide title evidence, title commitments, title policies, minimum order insurance, and any additional documentation that related to the title search performed pertaining to the site.
3. Revise the survey if there are any changes of ownership, easement or encumbrances that affect the prospective quit claim and easement areas on Egmont Street.

II. SCHEDULE

1. The anticipated delivery schedule for products and services described herein should allow for delivery according to the provided schedule.

Schedule: 14 Calendar Days after Notice To Proceed: Due before January 15, 2015

III. TITLE SERVICES REQUIREMENTS

1. Title information shall include evidence or action, if any, which will be acceptable to the contractor, and/or approval or curative material for deleting defects in title, liens, encumbrances, and other matters and/or exceptions illustrated in the title information, and/or evidence or action necessary to form the basis for the issuance of a final title policy showing title in the United States upon execution and recordation of a deed to the United States from such persons or entities reflected in the title evidence.
2. The contractor agrees to report changes in ownership when ownership changes occur and/or when curative material obtained by representatives of the United States is acceptable to the designated title company.
3. The contractor will perform additional title work (for example, deletion or modification of the 'survey exception') only as specifically directed by Government officials authorized to place title orders. Fee schedules for additional work not covered herein will be negotiated for each item.
4. The Department of Justice Title Standards 2001, which can be viewed at www.justice.gov/enrd/2001_Title_Standards.html, including a Form ALTA U.S. Policy – 9/28/91 (see also General Information, Paragraph 3 for a link to these documents). These documents shall be considered a portion of the specifications to be incorporated into the agreement for provision of title evidence.
5. The contractor shall perform title search and provide title information in accordance with ALTA/ACSM Standards 2013.
6. It is understood and agreed by the contractor that the time and duration of the acquisition project is estimated, the number of properties to be purchased is estimated, and accordingly the quantities of products and services are estimated and will be delivered as ordered. The Government reserves the right to increase or decrease the total number of products or services to be ordered and delivered under the contract. It is understood that the area of the project is subject to changes or correction by reason of deletions from, or additions to, the lands in the project. Payment will be made on the basis of unit price for the actual number of products and services ordered, delivered and accepted, and of the actual amount of liability under the policies. This contract does not obligate the Government to pay the contractor unless such order, delivery and acceptance is made. It is further understood and agreed

that the consideration as herein taken includes compensation for all services and undertakings required of the contractor under the various terms of the

Costs for accomplishing this scope of work are requested for this project.

IV. FEE AND PAYMENT

1. If there are multiple deliveries, partial payments may be made upon acceptance of each delivery and upon provision of an invoice. Payments will be made based upon the premium due as measured by the state-approved rates. Delivery of products accompanied by an invoice shall be forwarded to this projects Contracting Officer's address.

Invoices setting forth the type of title services provided, the name of the project, contract number, tract numbers and names of vendors must be submitted in two (2) originals upon delivery of the policies and any endorsements requested.

V. TITLE COMPANY PROPOSAL SHEET

Your proposal shall follow this format or contain the information below.

Name: _____

Address: _____

Phone: _____

Fax: _____

1. Issuance of commitment, with minimum amount of coverage. State amount of coverage. \$_____ each
\$_____ coverage
2. Copies of instruments listed as exceptions in Schedule B of \$_____ per page or per document

commitment.

3. Tax Certificate (to include state, county, school, and other assessments.) \$_____ per certificate
4. Title policy insurance rates for your firm. A copy of proposer's current rates filed with the States of _____ must be included with your proposal. Minimum Order
5. Issuance of Standard ALTA U.S. Policy – 9/28/91. Less credit for amount paid for initial policy if any. State whether credit will apply. Standard Rates
Credit will apply _____
Credit will not apply _____
6. Turn-around time for delivery of a Commitment for Title Insurance. Delivery Date _____ work days from date of order
7. Turn-around time for delivery of ALTA U.S. Policy 9/28/91. Delivery Date _____ work days from date of order.
8. Extension or continuation on conditions of title from the date of issuance of policy or commitment to a date designated by an authorized Government official. Copies of instruments not previously furnished are assumed to be same as in 2 above, unless otherwise specifically indicated. \$_____ each
9. Photocopying of specifically requested documents that must be obtained from county records. \$_____ per page
- ~~10. Escrow/Disbursing agent charge \$_____ per _____~~
- ~~11. Proforma final title policy prior to closing \$_____ each~~

12. Name of approved underwriter _____
To be used to issue title policies.
13. List related work experience, if _____ to be attached
any, within the last five years
with other Federal agencies.
14. Cost, if any, to cancel an order \$_____
Prior to issuance of a title policy each
15. Deletion or modification of \$_____
‘survey exception.’ Each
- TOTAL: \$_____
- Enter this amount into the Other Direct Cost section of 2630

VI. REFERENCES

Attached Survey Egmont Street